

NATIONAL ENDOWMENT FOR THE HUMANITIES

SAMPLE BUDGET FOR HUMANITIES FOCUS GRANTS

					NEH Funds	Cost Sharing*	Total
1. Salaries and Wages							
Project Director 12.5% (1-course release)					\$ 5,625		\$ 5,625
Summer Stipends 10 x \$100/day x 10 days**					\$ 10,000		\$ 10,000
Secretarial Support 25% of \$16,000						\$ 4,000	\$ 4,000
2. Fringe Benefits							
11% of \$15,625					\$ 1,719		\$ 1,719
8% of \$4,000						\$ 320	\$ 320
3. Consultant Fees							
Professor 3 days @ \$250					\$ 750		\$ 750
Professor 2 days @ \$350					\$ 700		\$ 700
Professor 3 days @ \$350					\$ 1,050		\$ 1,050
4. Travel							
	no. of persons	total travel days	subsist. costs	transport. costs			
Local (taxi)	[1]	[3]		\$15	\$ 45		\$ 45
City/City	[1]	[2]	\$200	\$300	\$ 500		\$ 500
City/City	[1]	[3]	\$300	\$730	\$ 1,030		\$ 1,030
5. Supplies and Materials							
Books 10 sets at \$40 per set					\$ 400		\$ 400
Stationary						\$ 100	\$ 100
6. Services							
Photocopying est. 2,500 @ \$0.10					\$ 250		\$ 250
7. Other Costs							
8. Total Direct Costs					\$22,069	\$ 4,420	\$26,489
9. Total Indirect Costs 30% of \$16,489**					<u>\$ 2,400</u>	<u>\$ 2,547</u>	<u>\$ 4,947</u>
10. Total Project Costs (Direct and Indirect)					\$24,469	\$ 6,967	\$31,436

* Cost sharing is not required for Humanities Focus Grants, but institutions are encouraged to participate in the support of project expenses.

** The total amount of budgeted stipends should be excluded from the base on which the indirect costs are calculated.

Humanities Focus Grants provide up to \$25,000. This sample budget shows all participants as employed by the grantee institution with stipends listed under "1. Salaries and Wages." In the case of elementary and secondary education projects and other projects in which several institutions cooperate, stipends for those participants not employed by the grantee institution should be entered under "7. Other Costs."